

Thesis Formatting

Graduate Studies and Research



Janelle Taylor, Coordinator of Graduate Student and Research Affairs



**NORTHERN MICHIGAN
UNIVERSITY**



What is a Thesis?

- Your thesis will be the final product of your time in graduate school.
- A thesis is a substantial piece of scholarly writing that reflects the writer's ability to:
 - conduct research
 - communicate the research
 - critically analyze the literature
 - present a detailed methodology and accurate results
 - verify knowledge claims and sources meticulously
 - link the topic of the thesis with the broader field

Your Committee

- A thesis committee is made of: a faculty chair/advisor, and two or three committee members.
 - The members may be from outside the university, but they will have to meet graduate faculty status requirements.
 - Your thesis advisor can be, but does not have to be your faculty advisor assigned to your at admission.
- When choosing faculty to ask to be your thesis chair, look for people who: are involved in the type of research you want to do, are knowledgeable about the thesis process, and are sufficiently easy to contact (hint: if it is hard to find a time to ASK someone to advise/chair your thesis, they probably will be hard to communicate with during your thesis)
- All members of your committee must have graduate faculty status.
 - You can view the list of Graduate Faculty here: <https://www.nmu.edu/graduatestudies/graduate-faculty-status-and-terms>
- Thesis Proposals: Some departments have students create a proposal outlining their intended research and present it to their faculty. This is a great way to get feedback on your research ideas. Check with your advisor to see if this is a practice in your area.

How Do I Sign Up for Thesis Credits?

NORTHERN MICHIGAN UNIVERSITY
GRADUATE STUDIES OFFICE
REGISTRATION FOR THESIS CREDITS

DATE: _____ N.M.U. IN: _____

NAME: (Last) _____ (First) _____ (MI) _____

ADDRESS: _____
(Street) (City) (State) (Zip)

LAND PHONE: _____ CELL PHONE: _____

COURSE I.D.: _____ TITLE/SUBJECT: _____

CREDIT HOURS: _____ SEMESTER: _____ YEAR: _____

MAJOR: _____ DEPARTMENT: _____

Name of Thesis Director (Signature of Student)

Signature of Thesis Director (Signature of Advisor)

(Signature of College Dean) (Signature of Department Head)

Graduate Studies Office

NOTE: AFTER OBTAINING THE NECESSARY SIGNATURES, THIS FORM MUST BE SUBMITTED TO THE REGISTRATION AND SCHEDULING OFFICE TO HAVE A COURSE SEQUENCE NUMBER ASSIGNED TO THE COURSE. DISTRIBUTION WILL BE MADE BY THE REGISTRATION AND SCHEDULING OFFICE UPON RECEIPT OF THIS FORM.

Distribution: Registrar, Instructor, Department Chairman, Adviser, Dean of School, Graduate Studies Office, Student

Course Created Sequence Number Student Enrolled

Prepared by: Graduate Studies Office
7/2002

- Signing up for thesis credits is similar to signing up for a directed study. The form is available on the Graduate Studies and Research website at:

<https://www.nmu.edu/graduatestudies/forms-graduate-students>

Thesis Credits

- Thesis credits can be split between semesters, just know that you will get an 'R' grade in those credits until you complete your thesis
- Plan your thesis before registering for thesis credits. If you change your mind and do not finish your thesis, 'R' grades will become Unsatisfactory or F grades after 3 years
- Also note: All Graduate classes are good for 7 years. If you do not complete your degree within 7 years of your first graduate class, you may be required to retake classes before you are able to get your degree.

Responsible Conduct of Research: Compliance

- Responsible conduct of research is central to the reliability and usefulness of research.
- If you are working collaboratively, talk to your thesis advisor about acquisition, management, sharing and ownership of data
- Be familiar with peer review, publication practices, and responsible authorship
- Compliance documentation **MUST** be included in your thesis if your research involves animals or humans **IN ANY WAY**.
 - IACUC: animal welfare
 - IRB: human subjects
- The Research Compliance Training Powerpoint is available on the Grad Studies Workshops page: <https://www.nmu.edu/graduatestudies/workshops>

Research Committee Approval



NORTHERN MICHIGAN
UNIVERSITY

OFFICE OF GRADUATE EDUCATION AND RESEARCH
1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2300
906-227-2315
www.nmu.edu/graduatestudies

Memorandum

TO: Awesome Student who is definitely going to write an awesome thesis
Department of Amazingness

CC: Super Supportive Thesis Advisor who is involved in overseeing this research
Department of Amazingness

DATE: October 12, 2045

FROM: O Most Great and Powerful Dean
Dean of Graduate Education and Research

SUBJECT: IRB Proposal HS45-8924
IRB Approval Date: 10/12/2045
Proposed Project Dates: 10/13/2045 – 8/15/2045
"Analysis of Thesis Procrastination and Motivation"



Your proposal "Analysis of Thesis Procrastination and Motivation" has been approved by the NMU Institutional Review Board. Include your proposal number (HS45-8924) on all research materials and on any correspondence regarding this project.

- If a subject suffers an injury during research, or if there is an incident of non-compliance with IRB policies and procedures, you must take immediate action to assist the subject and notify the IRB chair (dereande@nmu.edu) and NMU's IRB administrator (leckert@nmu.edu) within 48 hours. Additionally, you must complete an Unanticipated Problem or Adverse Event Form for Research Involving Human Subjects
- Please remember that informed consent is a process beginning with a description of the project and insurance of participant understanding. Informed consent must continue throughout the project via a dialogue between the researcher and research participant.
- If you find that modifications of investigators, methods, or procedures are necessary, you must submit a Project Modification Form for Research Involving Human Subjects before collecting data. Any changes or revisions to your approved research plan must be approved by the IRB prior to implementation.

All forms can be found at the NMU Grants and Research website:
<http://www.nmu.edu/grantsandresearch/node/102>

Compliance documentation **MUST** be included in your thesis if your research involves animals or humans **IN ANY WAY**.

- IACUC Committee oversees animal use in research
 - Email: iacuc@nmu.edu
- IRB Committee oversees human subjects in research
 - Email: hsrr@nmu.edu
- If you are unsure whether your research requires clearance by these committees, contact them **BEFORE** beginning your research and ask.
 - If you are told that your research does not need IRB/IACUC approval, keep that email and include it as an appendix in your thesis.
- The approval letter in your thesis **MUST BE** the signed version. For IRB that is the letter on letterhead with the Dean's initials. For IACUC, that is the first page and signature page of your IACUC application.



Collaborative Work

- The whole thesis must be written by you, in your own words, including the results and the proofs that were actually due to the collaborator. Moreover, you must perfectly understand, and be able to explain, and defend, all the results, as part of your project.
- You must secure permission from the collaborative researcher(s) to include joint data/results
- You must collaborations and permissions in the “Acknowledgments” page in your thesis. You can also embed additional details in the appropriate section of your thesis.
 - Note: the optional “Dedication” section is for personal acknowledgements.
- If you receive funding for any part of your research, the funder should be mentioned on the acknowledgements page. This includes any funding through NMU.

Copyright and Fair Use IN Your Thesis

- Students are required by NMU and by ProQuest/UMI policy to ascertain that use of all copyright-protected materials either falls within the Fair-Use Statutes of U. S. Copyright Law or are reproduced with the permission of the owner. See K. D. Crews, Copyright Law and Graduate Research (https://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf) for further guidance.
- Your thesis must be written by you and unpublished--the University represents and warrants that it has the full right, power and authority to enter into an agreement with ProQuest and will not violate any third party rights. Essentially, you are publishing your thesis—though this does not limit your ability to publish your thesis outside of the university after you graduate.

Copyright law protects "original works of authorship" that are "fixed in any tangible medium of expression." Legal use, without permission, of copyrighted work is limited to "fair use" of the work. Educational and research use is not necessarily "fair use", especially if the work is published, as your thesis will be with ProQuest and as (hopefully) many of your future journal articles or books will be. You may be better off acquiring permission to use the work in question from the start, or to figure out how not to use material of questionable copyright in your dissertation or thesis. The table below shows general guidelines for determining whether the age, authorship, and status of a work means that it is, or is not likely to be copyrighted.

Creation/Publication of the Work	General Rule of Duration
Created in or after 1978 by a named author acting in an individual capacity, whether published or not.	Life of the author, plus seventy years.
Created in or after 1978 by an anonymous or pseudonymous author, or by a corporate author, or a work-made-for-hire.	The earlier of either ninety-five years from publication, or 120 years from creation.
Created before 1978, but not published.	The later of either seventy years after the death of the author, or through December 31, 2002. The expiration date is extended through December 31, 2047, if the copyright owner publishes the work before the end of 2002.
Published after 1922 and before 1978 with a copyright notice and renewed if required.	Ninety-five years from the date of original publication.
Created and published before 1923.	Copyright has expired.

Thesis Defense

- What is a thesis defense?

It is less scary than it sounds! A defense is you presenting your thesis to your committee, faculty, and other interested parties. The committee and/or audience at the defense will ask questions about your research, knowledge, and results.

Thesis defenses vary by department, so talk to your committee about what is expected.

- Coordinate a defense of your thesis with your committee and department well in advance. Your thesis must be defended **BEFORE** the thesis turn-in deadline.

Thesis Format

SAMPLE TITLE PAGE

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

THESIS

Submitted to
Northern Michigan University
In partial fulfillment of the requirements
For the degree of

MASTER OF SCIENCE

Office of Graduate Education and Research

May 2018

- Refer to NMU Guide to the Preparation of Theses <https://www.nmu.edu/graduatestudies/thesis> for information on preparing and formatting your thesis. If you follow these guidelines from the start, you will save yourself a lot of time later on the final version of your thesis.

SAMPLE SIGNATURE APPROVAL FORM
SIGNATURE APPROVAL FORM

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

This thesis by Abraham Van Helsing, IV is recommended for approval by the student's Thesis Committee and Department Head in the Department of Scary Biomechanics and by the Dean of Graduate Education and Research.

Committee Chair: Dr. Henry Jekyll Date

First Reader: Dr. Edward Hyde Date

Second Reader (if required): Dr. Who Date

Department Head: Dr. Seuss Date

Dr. Lisa Eckert Date
Dean of Graduate Education and Research

Final Signatures

- After defending your thesis, your committee will ask for revisions (unless you are a 100% perfect person). Once they are satisfied with your work, they will sign the Signature Approval Form. The original page must be turned in to the Graduate Office.
- Include an unsigned copy that lists the names of your reviewers in your thesis document

The Commons

- You will upload your completed thesis to The Commons:
<https://commons.nmu.edu/theses/guidelines.html>
- Deliver the original signed Signature Form to the Graduate Office (401 Cohodas)
 - With thesis committee and department head original signatures – Graduate Dean signature line to be left blank
- Before you upload be sure you have:
 - The thesis title
 - Names and e-mail addresses for your readers/advisors.
 - A list of keywords separated by commas (10 maximum)*
 - The abstract (up to 250 words)*



The Thesis Approval Process

- Defend thesis
- Thesis Committee signs approval form
- Make any revisions required by the committee discussed at the defense
- Resubmit your thesis to the Chair and/or committee
- Once your thesis Chair approves, upload your thesis to the Commons
- Graduate Studies will send the Commons version to your Chair to confirm that it is the correct version that they approved
- Once the Chair approves, Grad Studies will review the thesis for formatting and compliance regulations
- If you need to make changes in these areas, you will get an email requesting minor revisions
- Make the revisions and re-upload to the Commons
- If the changes meet guidelines, the thesis is sent to the Dean of Graduate Studies and Research for approval. When she approved it, the thesis is posted and you get to breathe a huge sigh of relief.

Common Thesis Troubles

- **Citation:** You must list your preferred method of citation. The *Guide* says: The guide or format followed *must* be specified in the acknowledgments, the preface, or the introduction, in that preferred order.
- **Signature Page:** the original signed signature page must be physically brought/mailed to the Graduate Studies Office. Your thesis submitted to the Commons should have an UNSIGNED version, but still list the title and names of your committee.
- **Human or animal subject approval memo:** the approval memo or email/form stating that it is not needed for your human or animal research. This must be scanned and entered as an appendix in your thesis. This version must be the one that is signed by the Dean of Grad Studies and is on official letterhead.
 - If you don't have one, your advisor should have received this by campus mail. If they can't find theirs, contact the Grad Office.

Table 1. Sequence and Pagination.

Sequence	Pages to be Counted	Required (R), May be Necessary (MN), Optional (O)*	List in Table of Contents
Title Page	No	R	No
Signature Approval	No	R	No
Preliminary Pages: Begin with Roman numerals starting at (i).			
Abstract	Yes	R	No
Copyright Page	Yes	R	No
Dedication Page	Yes	O	No
Acknowledgments Page	Yes	O	No
Preface	Yes	O	No
Table of Contents	Yes	R	No
List of Tables	Yes	MN	Yes
List of Figures	Yes	MN	Yes
List of Symbols & Abbreviation	Yes	MN	Yes
Main Text: Arabic number starting at (1).			
Introduction	Yes	R	Yes
Body of Thesis	Yes	R	Yes
Summary and Conclusions	Yes	R	Yes
Reference Pages: Continue Arabic numbers.			
References	Yes	MN	Yes
Appendices	Yes	MN	Yes

*R=Required of all theses; MN=May be Necessary, i.e., some elements, such as the List of Symbols & Abbreviations, may be necessary for some theses but not for others; consult the thesis advisor; O=Optional, i.e., the student, working with the thesis director, can choose whether to include these elements.

The Worst Part: Page Numbers

- Page Numbers are centered and at the bottom of the page
- < Note where to use Roman numerals (i, ii, iii...) or Arabic numbers (1, 2, 3,...)
- So very helpful: <https://nmu.edu/graduatestudies/thesis> “How to Format Thesis Page Numbers”



Thesis Submission Due Dates

- Fall 2020: October 30
- Spring 2021: April 2
- General rule of thumb, theses are due 1 month before graduation
- Updated dates are available here:
<https://www.nmu.edu/graduatestudies/thesis>



Questions?

- If you need help, contact me at jantaylo@nmu.edu or graduate@nmu.edu or 906-227-2300